

ADMINISTRATIVE - INTERNAL USE ONLY

DDA 82-1685/1

15 JUL 1982

MEMORANDUM FOR: Director of Logistics

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Allocation of Non-Office Space

REFERENCE: Memo to DDA from D/OL, dtd 1 Jul 82, same Subject

I have reviewed your query regarding the allocation of non-office space for a variety of employee activities in the new building. There will, unfortunately, not be sufficient space available to accommodate a shopping center, child day care center, gymnasium, or additional barber shop facilities (I note that the latter is being underutilized at this time). With the projections for additional employees to be relocated to the new building, plans should be made for minimal proportionate increases in non-office space for the Employee Activity Association, snack bar/blind man stands, and the credit union.

STAT

Harry E. Fitzwater

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